

**TRANSPORTATION CORPS  
DISTINGUISHED MEMBER OF THE REGIMENT  
LETTER OF INSTRUCTION (LOI)**

**1. PURPOSE:**

The Distinguished Member of the Regiment (DMOR) Program was established to maintain the legacy of the Transportation Corps and to promote cohesiveness and esprit de corps by recognizing individuals who have served the Corps in an outstanding manner. This LOI prescribes policies and procedures for the nomination, selection, and induction of personnel as a Distinguished Member of the Transportation Corps Regiment and for the maintenance of related records.

**2. APPLICABILITY:**

This LOI applies to all elements of the US Army Transportation Center and US Army Transportation School and to all records forwarded to or pertaining to the Distinguished Member of the Regiment Program.

**3. DEFINITIONS:**

a. US Army Transportation Corps: The US Army Transportation Corps is the Service Branch charged with the responsibility of providing transportation services to the Army, Department of Defense, and other Government agencies in peace and war.

b. Distinguished service to the US Army Transportation Corps: Distinguished service to the US Army Transportation Corps is any action or sustained series of actions which has substantially enhanced the accomplishment of the US Army Transportation Corps' mission. Attainment of high rank and/or position is not necessarily indicative of a significant contribution.

**4. RESPONSIBILITIES:**

a. Regimental S-3, Office of the Chief of Transportation will:

- (1) Be designated as the DMOR Project Officer.
- (2) Maintain records/documents pertaining to the Distinguished Member of the Regiment Program.
- (3) Develop milestones.
- (4) Keep the chain of command and appropriate staff members informed about all DMOR actions.
- (5) Prepare all correspondence related to the DMOR Program.

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(6) Receive and acknowledge all nominations. Notify nominator if nomination packet is not complete or if nominated individual is clearly not eligible for selection as a DMOR. Ensure the nomination packet is standardized and presented to the Selection Board in an unbiased manner.

(7) Plan, coordinate, and conduct the DMOR Selection Board. The board should convene no later than April of each year to allow sufficient preparation time for the induction ceremony in July. DMOR packets and voting ballots will be mailed to selection board members.

(8) Notify the selected inductees immediately following the Chief of Transportation's approval of the DMOR Selection Board's recommendations. Also notify the nominator of those nominees not selected for induction as a DMOR.

(9) Coordinate with the Public Affairs Office (PAO) to have an article announcing the names of the inductees for DMOR published in the The Wheel.

(10) Prepare and distribute all letters of invitation for TC Week activities to inductees, their families, or designated personal representative by 30 April of each year.

b. Directorate of Plans, Training, Mobilization and Security will plan, coordinate, and conduct the Distinguished Member of the Regiment Induction Ceremony during the Transportation Corps Regimental Week in July of each year.

### 5. PROCEDURES:

a. **ELIGIBILITY.** Open to all Transportation Corps military and civilian personnel who have distinguished themselves by outstanding service and performance for or on behalf of the Transportation Corps. All Transportation Corps military and civilians are eligible for induction as a Distinguished Member of the Regiment immediately after retirement, separation or posthumously.

#### b. NOMINATION.

(1) Any person in the Regiment with knowledge of the nominee's service and performance may submit a Letter of Nomination by 30 March of each year to ensure the DMOR Project Officer has adequate time to prepare the nomination packet. Nominations will be solicited via the Chief of Transportation's Quarterly Significant Activities Report and the Regimental website [http://www.eustis.army.mil/ocot/Documents/Regimental\\_Plans\\_Ops/Regimental.htm](http://www.eustis.army.mil/ocot/Documents/Regimental_Plans_Ops/Regimental.htm).

(2) Automatic induction as a DMOR will occur under the following circumstances:

(a) Transportation Corps Officers who attain the rank of Brigadier General, upon promotion or frocking.

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(b) Transportation Corps Warrant Officers who attain the rank of Chief Warrant Officer Five, upon promotion or frocking.

(c) Transportation Corps Command Sergeants Major serving at the General Officer level of command, upon nomination by the General Officer with whom the individual serves.

(d) Civilian Transporters who are appointed as Senior Executive Service civilians.

(3) An individual may not nominate more than three individuals during a given year as DMOR.

(4) To be considered by the Selection Board, nominations must be received by the Distinguished Member of the Regiment Project Officer no later than the published cutoff date.

(5) Nominations will consist of:

(a) Name, address, telephone number, and e-mail address of nominator.

(b) Name, address, telephone number, and e-mail address of nominee.

(c) One-page Letter of Nomination, submitted by the nominator, providing a detailed narrative description of the nominee's distinguished service and performance to the US Army Transportation Corps.

(d) Biographical sketch of the nominee as shown in Annex A.

(e) Nominations submitted without sufficient details and documentation will be returned to the nominator for completion and submission. The DMOR Project Officer will promptly notify the nominator if his/her nomination falls into this category.

(f) Mail nominations to:

Regimental Adjutant  
Office of the Chief of Transportation  
ATTN: ATZF-OCT  
705 Read Street  
Fort Eustis, Virginia 23604-5407

**6. SELECTION:**

a. The Selection Board will be comprised of individuals who have served or are serving in positions of significant responsibility involving Transportation functions. The board will consist of six voting members: The Honorary Colonel of the Regiment (Board President); Honorary



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Warrant Officer of the Regiment; Honorary Sergeant Major of the Regiment; Honorary Civilian of the Regiment; Chief of Staff, USATC and School; and the Regimental Command Sergeant Major. The DMOR Project Officer will be a nonvoting member of the selection board.

b. The DMOR Project Officer will prepare administrative instructions, DMOR nomination packets, and a score sheet for all DMOR Selection Board members to evaluate by secret ballot. The DMOR Project Officer will collect all score sheets, tabulate, and prepare a summary document for the Chief of Transportation's review and approval.

c. The Chief of Transportation will have final approval and veto authority over the recommendations made by the DMOR Selection Board.

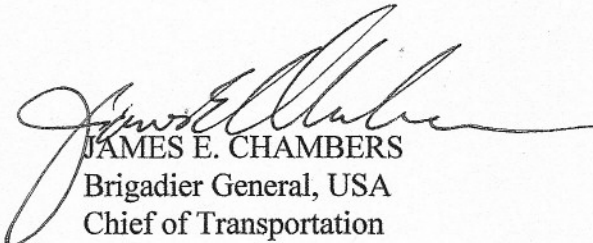
d. Nominations for DMOR initially considered by the Selection Board, but not selected, will be retained and submitted for automatic reconsideration for the next year. If the nominee is not selected after the second consideration, the nomination packet will be retired under the control and management of the DMOR Project Officer. An individual can be renominated at any time during this process.

**7. INDUCTION:**

a. Each individual selected for induction as a DMOR, or the next of kin if the selected inductee is deceased, will be notified of the selection in writing and formally invited to attend the induction ceremony held in conjunction with the Transportation Corps Regimental Review in July 2007.

b. Individuals are inducted as a DMOR for life.

Encl  
Annex A

  
JAMES E. CHAMBERS  
Brigadier General, USA  
Chief of Transportation

16 NOV 2006

(date)

CF:  
DPTMS

**ANNEX A**

**DISTINGUISHED MEMBER OF THE REGIMENT NOMINEE BIOGRAPHICAL DATA**

RANK/GRADE and NAME (First, Middle, Last):

ADDRESS (Spouse or Next of Kin Address, if deceased):

TELEPHONE NUMBER: Home: (Area Code) (Number)  
Work: (Area Code) (Number)

E-MAIL ADDRESS:

DATE AND PLACE OF BIRTH:

PRESENT DUTY POSITION/OCCUPATION OR EMPLOYMENT (If applicable):

YEARS OF MILITARY/CIVILIAN SERVICE/RETIREMENT DATE (If applicable):

CHRONOLOGICAL RESUME OF MILITARY/CIVILIAN SERVICE (Include job title, organization and inclusive years of assignment in chronological order): (On separate sheet)

US DECORATIONS AND BADGES: (On separate sheet)

EDUCATION (Military and civilian; include periods of attendance and degrees earned):  
(On separate sheet)

MAJOR CONTRIBUTIONS TO THE US ARMY TRANSPORTATION CORPS (List significant contributions with detailed explanations): (On separate sheet)